

Redaction Policy Concerning Personal Identifiers in Documents Other Than Transcripts

In accordance with Rule 9037(a) of the Federal Rules of Bankruptcy Procedure the following information about an individual (“personal identifiers”) should be redacted from documents **before** they are filed with the Court:

1. Social Security or taxpayer-identification number (redact all but the last four digits)
2. A birth date (redact all but the year)
3. Name of an individual identified as a minor (other than debtor) (redact all but initials)
4. Financial account number (redact all but the last four digits)

To request redaction of a personal identifier from a document filed with the Court (“Filed Document”), contact the Clerk’s Office at:

Atlanta Division	(404) 215-1000
Gainesville Division	(678) 450-2700
Newnan Division	(678) 423-3000
Rome Division	(706) 378-4000

Clerk’s Office personnel will confirm the Filed Document contains a personal identifier. You will then be instructed to file a redacted version of the Filed Document. **PLEASE NOTE:** **If you filed the redacted document electronically you should promptly report the filing to the Clerk’s Office using the following E-mail addresses:**

Atlanta Division	GANB-ATLA_Amendments@ganb.uscourts.gov
Gainesville Division	GANB-GAIN_Amendments@ganb.uscourts.gov
Newnan Division	GANB-NEWN_Amendments@ganb.uscourts.gov
Rome Division	GANB-ROME_Amendments@ganb.uscourts.gov

The Clerk’s Office will thereafter restrict the Filed Document from public access. The restricted Filed Document will remain on the Court Docket.

PLEASE NOTE: This redaction policy applies only to the personal identifiers specified above. Redaction of any other information shall be by order of the Court.

PLEASE NOTE: This redaction policy does not apply to transcripts. The Court’s [Transcript Privacy Policy](http://www.ganb.uscourts.gov) is available on the Court’s website at www.ganb.uscourts.gov under the Office of the Clerk tab.